



# **NON-APPROPRIATED FUND JOB OPPORTUNITIES**

**OPEN DATE: 18 Feb 2004**

**CLOSING DATE: 25 Feb 2004**

**POSITION TITLE:**

**SECRETARY**

**SERIES AND GRADE:**

**NF-0318-02**

**RATE OF PAY:**

**\$7.63 - \$14.50 per hour**

**LOCATION:**

**School Age Services**

**APPOINTMENT CATEGORY:**

**Regular Full Time**

**ANNOUNCEMENT NUMBER:**

**N04-014**

**NONAPPROPRIATED FUND OFFICE:**

**913-684-2747**

**SUMMARY OF DUTIES:** Coordinates and follows through on numerous details required in the administration of the office. Receives, sorts, distributes the mail; monitors projects to insure that suspense dates are met. Insures compliance with policies and procedures governing preparation, routing and approval of correspondence.

Composes and types documents in final form. Maintains files in accordance with the Army functional file system.

**CONDITION OF EMPLOYMENT:** Completion of a satisfactory Local and National Agency Check.

**QUALIFICATION REQUIREMENTS:** Ability to type 40 words per minute. Progressively responsible work experience, which demonstrates the ability to perform the duties, described above.

**Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment.**